



## **POLICIES AND PROCEDURES NEW JERSEY EARLY INTERVENTION SYSTEM**

**Date:** October 2008

No.: <b>NJEIS-03</b>	Subject: <b>Practitioner Substitution</b>
Effective Date: <b>Immediately</b>	Category: <b>Services</b>
Review Date: <b>October 2010</b>	Responsible Party: <b>Part C Coordinator</b>

### **I. Purpose**

To promote uniformity for the handling of circumstances where a practitioner is unavailable to render services and a substitute is **temporarily necessary** to meet the needs of the child/family authorized to receive early intervention services.

### **II. Policy**

Each provider agency under an existing letter of agreement with the New Jersey Early Intervention System (NJEIS) shall be required to, at a minimum, enforce policies and procedures that address the need for a temporary substitute practitioner that address the following:

- A. A definition that “substitution” shall mean the temporary replacement of a practitioner with a qualified practitioner for a period not to exceed three (3) weeks.
- B. A requirement that the replacement of a practitioner shall not exceed three (3) weeks, unless the authorization for the original practitioner, through the Central Management Office, is discontinued and replaced by the name of the replacement practitioner.
- C. A requirement that substitutions shall not occur consecutively, that is, one substitution shall not immediately follow a substitution; nor shall substitutions be made in lieu of replacement when a practitioner is unable to render services in a consistent manner.
- D. Procedures for: (1) discussing with families the need to utilize a substitute practitioner; (2) securing written, signed consent for the appointment of the substitute practitioner from the parent; (3) utilizing a substitute practitioner to deliver services authorized under the original practitioner, which shall not require a change in authorizations in the System Point of Entry software; and (4) selecting a qualified substitute, who shall make contact with the family prior to the delivery of services.

- E. Agencies must claim the services provided by a substitute under the authorized practitioner. A new Service Encounter Verification Log must be completed by a substitute practitioner and must identify both the authorized and substitute practitioners' names in the box entitled, "Service Practitioner Name".
- F. When assigning a substitute practitioner, an agency must ensure that the substitute minimally possesses comparable licenses (if applicable), education and experience to the authorized practitioner.
- G. The rate of reimbursement for substitute practitioners cannot exceed the rate of the authorized practitioner. Also, the rate of the substitute practitioner cannot be paid at a higher rate than the NJEIS reimbursement rate assigned to the substitute practitioner position. Examples follow:
  - If a child development specialist was authorized to provide developmental intervention and a speech and language pathologist is the substitute practitioner, the rate billed must not exceed the authorized rate for the authorized practitioner (child development specialist) even if the substitute practitioner (speech and language pathologist) has a higher NJEIS reimbursement rate.
  - If a speech and language pathologist was authorized to provide developmental intervention and a child development specialist is the substitute practitioner, the rate billed must not exceed the established rate for the substitute practitioner (child development specialist) even if the authorized practitioner (speech and language pathologist) has a higher NJEIS reimbursement rate.

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Authorized Signatory/Policy Reviewer